



STATE OF ILLINOIS

OFFICE OF THE AUDITOR GENERAL

COMPLIANCE EXAMINATION

CIVIL SERVICE COMMISSION

FOR THE TWO YEARS ENDED JUNE 30, 2005

WILLIAM G. HOLLAND

AUDITOR GENERAL

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

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STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

COMMISSION OFFICIALS

Chairman (March 16, 2004 through current)	Chris Kolker
Chairman (July 1, 2003 through March 17, 2004)	George E. Richards
Commissioner (March 18, 2004 through current)	George E. Richards
Commissioner	Raymond W. Ewell
Commissioner	Barbara J. Peterson
Commissioner (October 6, 2003 through current)	Betty Bukraba
Commissioner (July 1, 2003 through October 3, 2003)	Danny Fabrizio
Commissioner (July 1, 2003 through January 31, 2004)	John M. Dorgan
Executive Director	Daniel Stralka

Commission offices are located at:

425 ½ South Fourth Street
Springfield, Illinois 62701

160 North LaSalle, Suite S-901
Chicago, Illinois 60601



Daniel Stralka
EXECUTIVE DIRECTOR

State of Illinois
CIVIL SERVICE COMMISSION
425 ½ South Fourth Street
Springfield, Illinois 62701
(217) 782-7373
FAX (217) 524-3706
TTY 888-261-2819
www.icsc.il.gov

Chris Kolker
CHAIRMAN

COMMISSIONERS
George E. Richards
Raymond W. Ewell
Barbara J. Peterson
Betty Bukraba

September 26, 2005

MANAGEMENT ASSERTION LETTER

Honorable William G. Holland
Auditor General
State of Illinois

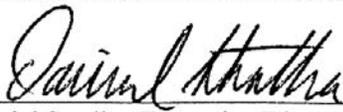
Dear Sir:

We are responsible for the identification of, and compliance with, all aspects of laws, regulations, contracts, or grant agreements that could have a material effect on the operations of the Commission. We are responsible for and have established and maintained an effective system of internal controls over compliance requirements. We have performed an evaluation of the Commission's compliance with the following assertions during the two-year period ended June 30, 2005. Based on this evaluation, we assert that during the years ended June 30, 2005 and June 30, 2004, the Commission has materially complied with the assertions below.

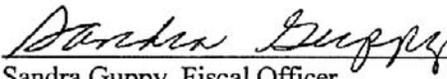
- A. The Commission has obligated, expended, received and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Commission has obligated, expended, received and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. The money or negotiable securities or similar assets handled by the agency on behalf of the State or held in trust by the agency have been properly and legally administered, and the accounting and recordkeeping relating thereto is proper, accurate and in accordance with law.

Yours very truly,

Illinois Civil Service Commission



Daniel Stralka, Executive Director



Sandra Guppy, Fiscal Officer

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

COMPLIANCE REPORT

SUMMARY

The compliance testing performed during this examination was conducted in accordance with *Government Auditing Standards* and in accordance with the Illinois State Auditing Act.

AUDITORS' REPORT

The Independent Accountants' Report on State Compliance, on Internal Control Over Compliance and on Supplementary Information for State Compliance Purposes does not contain scope limitations, disclaimers, or other significant non-standard language.

SUMMARY OF FINDINGS

<u>Number of</u>	<u>This Report</u>	<u>Prior Report</u>
Findings	0	0
Repeated Findings	0	0
Prior recommendations implemented or not repeated	0	0

SUMMARY OF FINDINGS

The Illinois Civil Service Commission did not have any current or prior year findings.

EXIT CONFERENCE

The Illinois Civil Service Commission waived an exit conference.

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ILES PARK PLAZA
740 EAST ASH • 62703-3154
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FAX: 217/785-8222 • TTY: 888/261-2887



CHICAGO OFFICE:

MICHAEL A. BILANDIC BLDG. • SUITE 5-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
FAX: 312/814-4006

OFFICE OF THE AUDITOR GENERAL
WILLIAM G. HOLLAND

**INDEPENDENT ACCOUNTANTS' REPORT ON STATE COMPLIANCE, ON
INTERNAL CONTROL OVER COMPLIANCE, AND ON SUPPLEMENTARY
INFORMATION FOR STATE COMPLIANCE PURPOSES**

Honorable William G. Holland
Auditor General
State of Illinois

Compliance

We have examined the Illinois Civil Service Commission's compliance with the requirements listed below, as more fully described in the Audit Guide for Financial Audits and Compliance Attestation Engagements of Illinois State Agencies (Audit Guide) as adopted by the Auditor General, during the two years ended June 30, 2005. The management of the Illinois Civil Service Commission is responsible for compliance with these requirements. Our responsibility is to express an opinion on the Illinois Civil Service Commission's compliance based on our examination.

- A. The Illinois Civil Service Commission has obligated, expended, received, and used public funds of the State in accordance with the purpose for which such funds have been appropriated or otherwise authorized by law.
- B. The Illinois Civil Service Commission has obligated, expended, received, and used public funds of the State in accordance with any limitations, restrictions, conditions or mandatory directions imposed by law upon such obligation, expenditure, receipt or use.
- C. The Illinois Civil Service Commission has complied, in all material respects, with applicable laws and regulations, including the State uniform accounting system, in its financial and fiscal operations.
- D. The State revenues and receipts collected by the Illinois Civil Service Commission are in accordance with applicable laws and regulations and the accounting and recordkeeping of such revenues and receipts is fair, accurate and in accordance with law.
- E. Money or negotiable securities or similar assets handled by the Illinois Civil Service Commission on behalf of the State or held in trust by the Illinois Civil Service Commission have been properly and legally administered and the accounting and recordkeeping relating thereto is proper, accurate, and in accordance with law.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants; the standards applicable to attestation

engagements contained in *Government Auditing Standards* issued by the Comptroller General of the United States; the Illinois State Auditing Act (Act); and the Audit Guide as adopted by the Auditor General pursuant to the Act; and, accordingly, included examining, on a test basis, evidence about the Illinois Civil Service Commission's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion. Our examination does not provide a legal determination on the Illinois Civil Service Commission's compliance with specified requirements.

In our opinion, the Illinois Civil Service Commission complied, in all material respects, with the aforementioned requirements during the two years ended June 30, 2005. As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter.

Internal Control

The management of the Illinois Civil Service Commission is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws and regulations. In planning and performing our examination, we considered the Illinois Civil Service Commission's internal control over compliance with the aforementioned requirements in order to determine our examination procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with the Audit Guide, issued by the Illinois Office of the Auditor General.

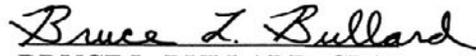
Our consideration of internal control over compliance with the aforementioned requirements would not necessarily disclose all matters in internal control that might be material weaknesses. A material weakness is a condition in which the design or operation of one or more internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws and regulations that would be material in relation to one or more of the aforementioned requirements being examined may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving internal control over compliance that we consider to be material weaknesses. As required by the Audit Guide, immaterial findings relating to instances of noncompliance excluded from this report have been reported in a separate letter.

Supplementary Information for State Compliance Purposes

Our examination was conducted for the purpose of forming an opinion on compliance with the requirements listed in the first paragraph of this report. The accompanying supplementary information as listed in the table of contents as Supplementary Information for State Compliance Purposes is presented for purposes of additional analysis. We have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the 2005 and the 2004 Supplementary Information for State Compliance Purposes, except for information on the Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

We have not applied procedures to the 2003 Supplementary Information for State Compliance Purposes, and accordingly, we do not express an opinion thereon.

This report is intended solely for the information and use of the Auditor General, the General Assembly, the Legislative Audit Commission, the Governor, and agency management, and is not intended to be and should not be used by anyone other than these specified parties.


BRUCE L. BULLARD, CPA
Compliance Division Director

September 26, 2005

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

SUPPLEMENTARY INFORMATION FOR STATE COMPLIANCE PURPOSES

SUMMARY

Supplementary Information for State Compliance Purposes presented in this section of the report includes the following:

- Fiscal Schedules and Analysis:
 - Schedule of Appropriations, Expenditures and Lapsed Balances
 - Comparative Schedule of Net Appropriations, Expenditures and Lapsed Balances
 - Schedule of Changes in State Property
 - Comparative Schedule of Cash Receipts
 - Reconciliation Schedule of Cash Receipts to Deposits Remitted to the State Comptroller
 - Analysis of Significant Variations in Expenditures
 - Analysis of Significant Lapse Period Spending

- Analysis of Operations:
 - Agency Functions and Planning Program
 - Average Number of Employees
 - Service Efforts and Accomplishments (not examined)

The auditors' report that covers the Supplementary Information for State Compliance Purposes presented in the Compliance Report Section states that the auditors have applied certain limited procedures as prescribed by the Audit Guide as adopted by the Auditor General to the 2004 and 2005 Supplementary Information for State Compliance Purposes, except for information on the Service Efforts and Accomplishments on which we did not perform any procedures. However, we do not express an opinion on the supplementary information.

STATE OF ILLINOIS
 CIVIL SERVICE COMMISSION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Year Ended June 30, 2005

P.A. 93-0842	Appropriations		Lapse Period	Total	
FISCAL YEAR 2005	(Net of Transfers)	Expenditures Through June 30	Expenditures July 1 to August 31	Expenditures 14 Months Ended August 31	Balances Lapsed August 31
General Revenue Fund - 001					
Personal Services	\$ 239,100	\$ 230,698	\$ 0	\$ 230,698	\$ 8,402
State Contribution to State					
Employees' Retirement System	38,500	36,794	0	36,794	1,706
State Contributions to Social Security	18,300	16,799	0	16,799	1,501
Contractual Services	47,500	37,189	985	38,174	9,326
Travel	20,847	19,163	1,684	20,847	0
Commodities	3,400	1,899	766	2,665	735
Printing	1,400	750	3	753	647
Equipment	17,053	9,334	859	10,193	6,860
Telecommunications Services	5,800	3,953	1,082	5,035	765
Total Fiscal Year 2005	\$ 391,900	\$ 356,579	\$ 5,379	\$ 361,958	\$ 29,942

Note: Appropriations, expenditures, and lapsed balances were obtained from Commission records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS
 CIVIL SERVICE COMMISSION
SCHEDULE OF APPROPRIATIONS, EXPENDITURES AND LAPSED BALANCES
 For the Fiscal Year Ended June 30, 2004

P.A. 93-62	Appropriations		Lapse Period	Total	
FISCAL YEAR 2004	(Net of Transfers)	Expenditures Through June 30	Expenditures July 1 to August 31	Expenditures 14 Months Ended August 31	Balances Lapsed August 31
General Revenue Fund - 001					
Personal Services	\$ 283,817	\$ 283,816	\$ 0	\$ 283,816	\$ 1
Employee Retirement					
Contributions Paid by Employer	11,500	0	0	0	11,500
State Contribution to State					
Employees' Retirement System	38,100	28,604	0	28,604	9,496
State Contributions to Social Security	15,756	15,755	0	15,755	1
Contractual Services	43,830	42,880	760	43,640	190
Travel	16,939	15,359	1,572	16,931	8
Commodities	2,429	2,131	298	2,429	0
Printing	422	422	0	422	0
Equipment	149	0	148	148	1
Telecommunications Services	5,058	4,526	369	4,895	163
Total Fiscal Year 2004	\$ 418,000	\$ 393,493	\$ 3,147	\$ 396,640	\$ 21,360

Note: Appropriations, expenditures, and lapsed balances were obtained from Commission records and have been reconciled to records of the State Comptroller.

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
**COMPARATIVE SCHEDULE OF NET APPROPRIATIONS,
EXPENDITURES AND LAPSED BALANCES**

For the Fiscal Years Ended June 30,

	Fiscal Year		
	2005	2004	2003
General Revenue Fund - 001	P.A. 93-0842	P.A. 93-62	P.A. 92-0538
<hr/>			
Appropriations (Net of Transfers)	\$ 391,900	\$ 418,000	\$ 435,200
<hr/>			
<u>Expenditures</u>			
Personal Services	\$ 230,698	\$ 283,816	\$ 305,328
Employee Retirement			
Contributions Paid by Employer	0	0	10,705
State Contribution to State			
Employees' Retirement System	36,794	28,604	31,533
State Contributions to Social Security	16,799	15,755	17,993
Contractual Services	38,174	43,640	39,180
Travel	20,847	16,931	13,718
Commodities	2,665	2,429	981
Printing	753	422	639
Equipment	10,193	148	0
Telecommunications Services	5,035	4,895	4,504
Total Expenditures	<u>\$ 361,958</u>	<u>\$ 396,640</u>	<u>\$ 424,581</u>
Lapsed Balances	<u>\$ 29,942</u>	<u>\$ 21,360</u>	<u>\$ 10,619</u>
<hr/>			
General Revenue - 001 State Comptroller State Officers' Salaries			
Appropriations (Net of Transfers)	<u>\$ 113,000</u>	<u>\$ 103,900</u>	<u>\$ 98,600</u>
<hr/>			
Expenditures			
Chairman	\$ 22,388	\$ 24,233	\$ 25,825
Commission Members	78,784	75,231	72,615
Total Expenditures	<u>\$ 101,172</u>	<u>\$ 99,464</u>	<u>\$ 98,440</u>
Lapsed Balances	<u>\$ 11,828</u>	<u>\$ 4,436</u>	<u>\$ 160</u>

STATE OF ILLINOIS
 CIVIL SERVICE COMMISSION
SCHEDULE OF CHANGES IN STATE PROPERTY
 For the Two Years Ended June 30, 2005

	Fiscal Year	
	2005	2004
Beginning Balance, July 1,	\$ 64,418	\$ 64,682
Additions	9,605	0
Deletions	0	0
Net Transfers	(21,507)	(264)
Ending Balance, June 30,	\$ 52,516	\$ 64,418

This schedule was prepared from Commission records and has been reconciled to the property records submitted to the Office of the Comptroller.

STATE OF ILLINOIS
 CIVIL SERVICE COMMISSION
COMPARATIVE SCHEDULE OF CASH RECEIPTS
 For the Fiscal Year Ended June 30,

<u>General Revenue Fund (001)</u>	Fiscal Year		
	<u>2005</u>	<u>2004</u>	<u>2003</u>
Copy Fees and Recoveries	\$ 0	\$ 0	\$ 112
Telephone Reimbursements	7	0	0
Prior Year Refunds	<u>10</u>	<u>0</u>	<u>0</u>
Total Receipts	<u>\$ 17</u>	<u>\$ 0</u>	<u>\$ 112</u>

**RECONCILIATION SCHEDULE OF CASH RECEIPTS
 TO DEPOSITS REMITTED TO THE STATE COMPTROLLER**
 For the Fiscal Year Ended June 30,

<u>General Revenue Fund (001)</u>	<u>2005</u>	<u>2004</u>	<u>2003</u>
Receipts per Commission Records	\$ 17	\$ 0	\$ 112
Add: Deposits in Transit, Beginning of Year	0	0	0
Less: Deposits in Transit, End of Year	<u>0</u>	<u>0</u>	<u>0</u>
Deposits Recorded by the State Comptroller	<u>\$ 17</u>	<u>\$ 0</u>	<u>\$ 112</u>

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN
FISCAL YEAR 2003 AND 2004**

EMPLOYEE RETIREMENT CONTRIBUTIONS PAID BY EMPLOYER

The decrease in Employee Retirement Contribution expenditures in FY04 was due to the State ceasing to pay the Employee's portion of the State Employee Retirement Contribution starting March 2004.

TRAVEL

The increase in travel expenditures was due to a FY04 appointed commissioner living further away from the Commission's meeting site than the previous commissioner. The additional travel resulted in higher mileage reimbursements.

COMMODITIES

The increase in commodities expenditures was due to the Commission purchasing additional office supplies for the Chicago office. In addition, the Commission purchased printer cartridges in FY04 that were not purchased in FY03.

**ANALYSIS OF SIGNIFICANT VARIATIONS IN EXPENDITURES BETWEEN
FISCAL YEAR 2004 AND 2005**

PERSONAL SERVICES

The decrease in personal services expenditures was due to the FY04 retirement of an employee who worked for the Commission for 35 years. In addition, the Commission acquired new staff that replaced old staff at a lower salary.

STATE CONTRIBUTION TO STATE EMPLOYEES' RETIREMENT SYSTEM

The increase State Contribution expenditures was attributed to the overall State employee retirement rate increasing from 13.4% to 16.1%

TRAVEL

The increase in travel expenditures was due to the Commission's Executive Director making more frequent trips to the Springfield office during FY05.

EQUIPMENT

The increase in equipment expenditures was due to the Commission purchasing a digital copier/scanner/fax and an all in-one printer in FY05.

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
COMPLIANCE EXAMINATION
For the Two Years Ended June 30, 2005

ANALYSIS OF SIGNIFICANT LAPSE PERIOD SPENDING
FISCAL YEAR 2005

COMMODITIES

Commodities expenditures incurred prior to June 30 totaling \$766 were paid during the lapse period due to the Commission purchasing office supplies and record storage boxes at the end of the fiscal year and not receiving the invoices until the lapse period.

TELECOMMUNICATIONS SERVICES

Telecommunications Services expenditures incurred prior to June 30 totaling \$1,082 were paid during the lapse period due to the Commission hiring a contractor to install communication equipment at the end of the fiscal year and not receiving the invoice until the lapse period.

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
ANALYSIS OF OPERATIONS
For the Two Years Ended June 30, 2005

AGENCY FUNCTIONS AND PLANNING PROGRAM

Agency Functions

The Civil Service Commission (Commission) is a 5-member body appointed by the Governor with the advice of the Senate established by the Personnel Code. The Commission is an integral part of the State of Illinois system of personnel administration based on merit principles and scientific method. The Commission's specific duties and powers are set forth by the Personnel Code (20 ILCS 415/10).

The Commission's main responsibility is to hear and determine employee appeals of discharges, suspensions, transfers, allocations, layoffs and demotions. In addition, the Commission approves exemptions from Jurisdiction B of the Personnel Code for those positions which, in the judgment of the Commission, involve either principal administrative responsibility for the determination of policy or the way in which policies are implemented. The Commission also approves or disapproves proposed additions or amendments to the Personnel Rules or position classification plan. The Commission has the authority to direct compliance in writing with the requirements of the Personnel Code or Rules when a violation is found.

Planning Program

The Commission has established a five-year plan. The Executive Director of the Commission monitors the plan on an on-going basis and reports to Commission members on a monthly basis.

Included in the current five-year plan are goals that have been developed in order to achieve the objective stated in the Commission's Mission Statement. The Commission's current long-range goals were established in FY05. The long-range goals address four areas:

- Technology – The application of modern technologies to the Commission's operations promise unknown benefits in information management, appeal and document management, research and electronic filing.
- Rules – The Commission will review their own rules to ensure it still meets its stated purpose, research new rules with feedback from practitioners, and evaluate the rules as a whole to ensure they continue to support the Commission's mission.
- Training – The Commission will take steps to institutionalize professional training opportunities for all employees to assist them in exceeding the demands of their positions.
- Procedures – The Commission will develop procedure manuals for the most common activities to institutionalize Commission practices.

STATE OF ILLINOIS
CIVIL SERVICE COMMISSION
ANALYSIS OF OPERATIONS
For the Two Fiscal Years Ended June 30, 2005

Auditors' Assessment

The Commission has established formal written long and short-term goals with respect to its functions and programs. The Commission's planning program appears adequate for meeting the statutorily defined functions of the Commission.

AVERAGE NUMBER OF EMPLOYEES

The following table, prepared from Commission records, presents the average number of Commission employees and the average number of Commissioners, for the fiscal years ended June 30,

	<u>2005</u>	<u>2004</u>	<u>2003</u>
Total average full-time employees	<u>4</u>	<u>4</u>	<u>5</u>
Commissioners	<u>5</u>	<u>5</u>	<u>5</u>

STATE OF ILLINOIS
 CIVIL SERVICE COMMISSION
ANALYSIS OF OPERATIONS
 For the Two Years Ended June 30, 2005

SERVICE EFFORTS AND ACCOMPLISHMENTS (not examined)

DECISIONS OF THE COMMISSION IN APPEALS

<u>A. Actions by the Commission</u>	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>
Appeals granted:			
Employees returned after discharge (with suspension)	6	8	7
Employees returned after discharge (w/out suspension)	3	34	2
Position allocation granted	0	0	0
Layoff appeal granted	0	0	2
Geographic transfer invalidated	0	0	0
Demotion invalidated	0	0	0
Suspension invalidated in part	0	0	1
Rule violation appeal granted	<u>0</u>	<u>1</u>	<u>1</u>
Totals	<u>9</u>	<u>43</u>	<u>13</u>
Appeals denied:	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>
Discharge appeal denied	5	11	14
Position allocation denied	0	1	0
Layoff appeal denied	4	5	50
Geographic transfer invalidated	0	1	0
Demotion appeal denied	0	0	0
Suspension appeal denied	0	0	1
Rule violation appeal denied	5	1	1
Declaratory ruling	<u>0</u>	<u>0</u>	<u>1</u>
Totals	<u>14</u>	<u>19</u>	<u>67</u>
Total actions by the Commission:	<u>23</u>	<u>62</u>	<u>80</u>
<u>B. Appeals Terminated Without Decision</u>	<u>FY03</u>	<u>FY04</u>	<u>FY05</u>
Discharges	33	23	28
Demotions	0	0	0
Position allocations	0	0	1
Layoff appeals	0	0	6
Geographical transfers	1	2	0
Suspensions	0	0	1
Rule violations	<u>0</u>	<u>0</u>	<u>0</u>
Totals	<u>34</u>	<u>25</u>	<u>36</u>
C. Total Number of Cases Closed	<u>57</u>	<u>87</u>	<u>116</u>
D. Appeals pending June 30	<u>68</u>	<u>77</u>	<u>55</u>
E. Total appeals closed or pending at June 30	<u>125</u>	<u>164</u>	<u>171</u>